

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
December 12, 2019

PRESENT: Randy Johnson, Bev Bartlett, Linda Mamrosh, Mary Johnson, Debi Lundberg, Dennis Rader, Eileen Littig, Megan Borchardt

EXCUSED: Tom Smith, Mary Derginer

ABSENT: Amy Payne, Sam Warpinski

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Kristin Willems, Bob Woessner

The meeting was called to order by Chairperson, Johnson at 8:30a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Ms. Littig/Supervisor Borchardt moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 24, 2019:

Supervisor Borchardt/Ms. Bartlett moved to approve the minutes of October 24, 2019 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – October 2019:

Ms. Bowers referred to the 2019 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of October.

Ms. Johnson/Ms. Littig moved to approve the Finance Report –October 2019. **MOTION CARRIED.**

REVIEW OF RESTRICTED DONATIONS:

There were no restricted donations or expenditures in October 2019.

BOB WOESSNER-INITIAL LOOK AT LONELINESS:

Ms. Christianson introduced Mr. Woessner to the board of directors. Ms. Christianson asked Mr. Woessner to help the ADRC tackle the social issues of isolation and loneliness.

Mr. Woessner referred to several handouts and shared his initial thoughts on the subject of loneliness and isolation.

NOMINATIONS & HR COMMITTEE REPORT:

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Littig/ Supervisor Borchardt made a motion to move into closed session at 9:14 a.m. **MOTION CARRIED.**

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Supervisor Borchardt/Ms. Johnson moved returning to open session at 9:20 a.m. **MOTION CARRIED.**

A. NOMINATIONS & APPROVAL OF NEW BOARD MEMBERS, REAPPOINTMENTS & COMMITTEES:

Mr. Rader/Ms. Lundberg moved to approve Tom Diedrick to ADRC Board of Directors. **MOTION CARRIED.**

Ms. Littig/ Supervisor Borchardt moved to approve Bob Johnson to ADRC Board of Directors. **MOTION CARRIED.**

Ms. Lundberg/ Supervisor Borchardt moved to approve Randy Johnson to second term on the ADRC Board of Directors. **MOTION CARRIED.**

Ms. Johnson/Ms. Littig moved to approve Mary Derginer to second term on the ADRC Board of Directors. **MOTION CARRIED.**

Supervisor Borchardt/Ms. Bartlett moved to approve Mary Johnson to second term on the ADRC Board of Directors. **MOTION CARRIED.**

Ms. Bartlett/Ms. Littig moved to approve Debi Lundberg to second term on the ADRC Board of Directors. **MOTION CARRIED.**

Ms. Littig/Ms. Lundberg moved to approve the 2020 Executive Committee-slate of officers: Randy Johnson- Board Chair, Bev Bartlett Vice-Chair, Mary Johnson- Secretary, Mary Derginer- Treasurer. **MOTION CARRIED.**

Ms. Lundberg/Ms. Johnson moved to approve HR & Nominations Committee – Randy Johnson, Bev Bartlett, Mary Johnson, Mary Derginer, Debi Lundberg, Tom Smith, and Dennis Rader. **MOTION CARRIED.**

B. ADRC DIRECTOR EVALUATION:

Ms. Johnson/Ms. Lundberg moved to approve the 2019 ADRC Director's Evaluation. **MOTION CARRIED.**

Ms. Littig encouraged the ADRC to seek out diverse board members to ensure that all populations are represented. The board agreed to assist in recruiting new board members.

C. RECLASSIFICATION OF FINANCE COORDINATOR.

Supervisor Borchardt/Ms. Littig moved to approve the Finance Coordinator Transition plan to include:

- Reclassification of the Finance Coordinator position from grade 8 to 8.5
- Adjust salary to \$79920 effective to January 1, 2019.
- Eligible for 2.07% cost of living increase in 2020.

MOTION CARRIED.

DIRECTORS REPORT:

A. REVIEW AND APPROVAL OF GWAAR 2020 BUDGET:

Ms. Johnson/Ms. Bartlett moved to approve the GWAAR 2020 Budget. **MOTION CARRIED.**

STAFF REPORT: FINANCE DEPARTMENT:

Ms. Bowers referred to the Finance Department Structure handout and shared accomplishments of the finance department in 2019. Ms. Bowers thanked the board for approving the addition of the Accountant position in 2019.

UPDATE ON BOARD PROCESS AND MINUTES:

Ms. Willems provided an update from webinar given by the Wisconsin Counties Association about Open Meeting Laws and Roberts Rules to follow during the ADRC Board of Directors Meetings and with the Minutes for these meetings to include:

- The board no longer needs to vote to accept the agenda
- The board does not approve reports. They vote to accept the report and place on file
- The minutes will reflect detail on votes for actions taken for voice voting i.e. "Motion Carried Unanimously" or "Motion Carried with no negative vote" and details of roll call vote if appropriate
- Minutes will reflect the name and time of members coming in late or leaving prior to the end of the meet

FAREWELL EXITING BOARD MEMBERS:

Chairperson Johnson thanked both Ms. Mamrosh for her service to the ADRC as board members for the last 3 years.

ANNOUNCEMENTS:

Ms. Christianson presented the updated Mission, Vision and Values and explained next steps in the process.

Ms. Christianson shared that just prior to passing away; Pat Finder-Stone had made a donation to the ADRC specifically to be used for staff appreciation. Ms. Christianson said that the lunch served at the All Agency meeting in December came from this donation as well as providing one ADRC logo embroidered apparel item that staff and board members could choose as a gift. Order forms will be accepted until January 31, 2020.

NEXT MEETING – January 23, 2020 is the next ADRC Board of Directors Meeting.

ADJOURN:

Ms. Littig/Ms. Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator